

**Description of Survey Process Pursuant to Government Code Section 19827 Regarding the
Recruitment and Retention of California Highway Patrol (CHP) Officers
(Amended Introduction/Background)**

INTRODUCTION/BACKGROUND (to replace same paragraph in attached document)

This survey is produced jointly by the Department of Personnel Administration and the California Association of Highway Patrolmen pursuant to Government Code section 19827. The survey methodology described herein shall be utilized as referenced in Government Code Section 19827. Changes to the survey methodology or components described herein may only be made by mutual agreement of DPA and CAHP.

This survey methodology exists as an integral provision of the parity agreement between the Department of Personnel Administration (DPA) and the California Association of Highway Patrolmen. The provisions of this document provide the methodology for determining parity increases for uniformed members of the California Highway Patrol. This agreement commences July 1, 2001 and has no expiration.

8/24/01
Jon 524

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July 1, 2001

Description of Survey Process Pursuant to Government Code Section 19827 Regarding the Recruitment and Retention of California Highway Patrol (CHP) Officers



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Contents:

Executive Summary of Process
Introduction/background
Methodology
Identifying compensation items to be surveyed
Survey estimates to July 1st
Use of weighted average and additional information
Survey Contact List—Management
Survey Contact List—Labor
Survey Data Sheet

Attachment A
Attachment B
Enclosed

EXECUTIVE SUMMARY OF PROCESS

EXECUTIVE SUMMARY

This document presents the survey methodology and process for the Department of Personnel Administration's survey of five jurisdictions pursuant to Government Code Section 19827. In addition, this methodology and process is to be used for any future surveys performed under this section.

GOVERNMENT JURISDICTIONS SURVEYED FOR JOB MATCHES

- San Francisco City
- City of San Diego
- Los Angeles County
- City of Los Angeles
- City of Oakland

COMPENSATION ITEMS TO BE SURVEYED

- Salary Range Maximum
- Patrol Bonuses
- Seniority Pay
- Physical Performance Pay
- Post/Education Incentives
- Employee Contribution to Retirement

SURVEY TIMING AND EFFECTIVE DATE

The parties will finalize survey findings prior to March 31st of each year. Per Government Code Section 19827, survey data is projected to July 1st.

USE OF WEIGHTED AVERAGE

Calculations use numbers of employees receiving compensation multiplied by the amount paid and divided by the survey population to produce the "weighted average."

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(See Attached)

INTRODUCTION/BACKGROUND

This survey is produced by the Department of Personnel Administration, in cooperation with the California Association of Highway Patrolmen (CAHP) pursuant to:

Government Code Section 19827: (a) In order for the state to recruit and retain the highest qualified employees for the California Highway Patrol, it is the policy of the state to compensate state traffic officers the estimated average total compensation as of July 1 of the year in which comparisons are made for the rank corresponding to state traffic officer within the Los Angeles Police Department, Los Angeles County Sheriff's Office, San Diego Police Department, Oakland Police Department, and the San Francisco Police Department. Total compensation includes, but is not limited to, salary, retirement, health and dental insurance, educational incentives, longevity pay, night shift differential, and other skill or incentive pay. Any increase in total compensation resulting from this subdivision shall be implemented through a memorandum of understanding negotiated pursuant to the Ralph C. Dills Act (Chapter 10.3 [commencing with Section 3512] of Division 4 of Title 1). If the provisions of this subdivision are in conflict with the provisions of a memorandum of understanding reached pursuant to Section 3517.5, the memorandum of understanding shall be controlling without further legislative action, except that if the provisions of a memorandum of understanding require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act. (b) When determining compensation for state excluded sworn classifications of the California Highway Patrol, it is the policy of the state to consider total compensation for corresponding ranks within jurisdictions specified in subdivision (a), as well as other factors, including internal comparisons.

METHODOLOGY

The survey considers salary rates paid to rank and file officers in five California local government, law enforcement agencies: San Francisco City Police, City of San Diego Police, Los Angeles County Sheriff's Office, City of Los Angeles Police, and City of Oakland Police. Both the Department of Personnel Administration and the CAHP have access to information and agree to cooperate in the collection and analysis of data necessary to complete this survey. The parties may review these job matches from time to time, but it is the intent of the parties to utilize the classification in the jurisdiction that most closely matches the "CHP Officer, Range A." The surveyed classes in the local government jurisdictions are currently San Francisco City - "Q-4" classification; San Diego City - "PO II" classification; Los Angeles County - "Deputy Sheriff" classification; Los Angeles City - "PO II" classification; and City of Oakland - "Police Officer" classification.

IDENTIFYING COMPENSATION ITEMS TO BE SURVEYED

In determining 2001 survey findings, the DPA studied compensation items paid to CHP officers and officers in the survey jurisdictions. The DPA and CHAP determined that the significant items to be measured and reported were base salary, patrol and incentive bonuses, seniority pay, physical performance pay, POST and other education incentives, and the employees contribution to retirement. The parties agree that any pay or incentive items added to the survey must be significant items in order to be reported in the survey. In the original study, some items were studied but not reported due to the direct comparability of the items between jurisdictions or that there was de minimus effect of those items.

SURVEY ESTIMATES TO JULY 1ST

The parties will finalize survey findings prior to March 31st of each year as data is projected to July 1st. The parties may also provide periodic survey updates thereafter and meet to review findings. Projected figures will take into account salary schedule adjustments occurring on July 1st or during that fiscal year. As an example, if a 4 percent adjustment is to be granted on July 1st, and another 4 percent adjustment on January 1st, then the total impact of the increases for the fiscal year would be 6 percent. This annualized change is based on the 4 percent on January 1st being an annualized 2 percent base salary increase. This annualized 2 percent, when added to the 4 percent increase on July 1st increase, brings the total annualized increase to 6 percent. In the event that a jurisdiction is in the process of negotiating economic terms, the parties may use reasonable projection methods including past history of the jurisdictions and reasonable estimates of anticipated settlements.

USE OF WEIGHTED AVERAGE AND ADDITIONAL INFORMATION

In reporting data, survey information will be provided by the DPA on an "Excel" spreadsheet using a format provided by the Policy Development Office, DPA. The spreadsheet enclosed with this report shall be the format for presenting survey findings under this section. Further, various worksheets for the determination of various special pay items actually included in the survey findings will be documented on a "Word" format. Agreements reached by jurisdictions engaged in negotiations prior to July 1st would be taken into account.

The DPA will collect compensation and staffing data from the jurisdictions and from the State Controllers' Office (SCO) and the CHP, Office of Labor Relations for CHP Officers. Data will be provided to CAHP and verified. In turn, CAHP will provide salary rates and incentive pays for each jurisdiction based on information provided by the unions and their respective MOUs. The DPA will confirm these figures. Calculations will use the numbers of employees receiving compensation items surveyed multiplied by the amount paid and divided by the survey population to produce the "weighted average."

Salary will be determined by utilizing the top step of the surveyed class in each jurisdiction. Incentive pays will then be added to arrive at a subtotal for compensation before subtracting the employee's contribution to retirement. In jurisdictions where the employee's retirement contribution varies based on age, an average entry age of 24 years will be utilized.

For the City of Los Angeles Police, the survey currently uses an employee retirement contribution rate of 7.5 percent. However, officers hired before 1980 pay 7 percent and officers hired after 1980 pay 8 percent. Over time, there will be fewer and fewer employees hired before 1980. Therefore, beginning July 1, 2003, the survey will begin using an employee contribution rate of 8 percent.